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TO : Director of Central Intelligence
FROM : Acting Deputy Director (Administration)
SUBJECT: General Services Office

1. PROBLEM:

To improve the organization of the Agency's housekeeping administrative services.

2. FACTS:

a. The General Services Office provides the following Agency-wide services: printing and reproduction; machine records (IBM); mail and courier; and records management. For the Washington metropolitan area only, it is responsible for space acquisition and building maintenance, including utilities and operation of a central motor pool to provide local motor transportation.

b. The Transportation Division, Logistics Office, arranges for the transportation of personnel, equipment, property, and supplies, except for motor pool services in the Washington metropolitan area. However, the Transportation Division provides for maintenance and servicing for motor vehicles in Washington, except for first echelon maintenance performed by the General Services Office for its motor pool vehicles.

c. The Real Estate and Construction Division, Logistics Office, acquires real estate, by purchase or otherwise, outside the Washington metropolitan area.

3. DISCUSSION:

a. Operating experience has shown that consolidation of the now divided responsibilities for transportation and space acquisition is essential to accomplish more unified management of these programs.

b. Consolidation of the space and transportation functions would accomplish substantial savings through elimination of:

(1) Parallel organization structure to perform similar and closely interrelated work.

(2) Duplication and overlapping which is now unavoidable, including separate liaison with the same Governmental and private establishments.

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c. Any consolidation of space and transportation functions should be under the Logistics Office because of the paramount responsibility of that Office for each of these functions.

d. Residual functions of the General Services Office would not warrant retention of that Office as a separate organizational entity. A logical distribution of these functions would be as follows:

(1) Records Management (staff functions) and Machine Records to the Office of the Comptroller. Through the Organization and Methods Service, the Comptroller now exercises staff responsibility for improving Agency management practices. Responsibility for records simplification and control, as well as machine records utilization, falls appropriately within the general scope of the Comptroller's interests.

(2) Mail, courier, records center, and printing and reproduction activities to the Logistics Office. This arrangement would provide unified direction for all housekeeping functions.

4. CONCLUSIONS:

For more effective operation, the General Services Office should be abolished and its functions regrouped as follows:

(1) Logistics Office: space acquisition and maintenance, including utilities; motor pool operations; mail, courier, and records center services; and printing and reproduction work.

(2) Comptroller: machine records and records management (staff functions).

5. RECOMMENDATIONS:

It is recommended that the Director approve the reorganization outlined above and authorize issuance of the accompanying notice announcing same.

L. K. WHITE
Acting Deputy Director
(Administration)

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Attachment:

Proposed Notice

APPROVED:

Director of Central Intelligence

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